

**The Parks and Recreation Department  
offers a variety of facilities  
for every occasion.**



**Centerville Community Center**  
3355 Country Drive, 94536 (510) 791-4324  
[jbell@ci.fremont.ca.us](mailto:jbell@ci.fremont.ca.us)



**Los Cerritos Community Center**  
3377 Alder Avenue, 94536 (510) 791-4351  
[lrogers@ci.fremont.ca.us](mailto:lrogers@ci.fremont.ca.us)



**Warm Springs Community Center**  
47300 Fernald Street, 94539 (510) 791-4318  
[ssmith@ci.fremont.ca.us](mailto:ssmith@ci.fremont.ca.us)

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**Facilities are perfect for ...**

Birthday Parties  
Business Meetings  
Company Parties  
Wedding Receptions  
Holiday Parties  
Quinceañeras  
Baby Showers  
Family Reunions  
and more ...

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## **Facility Rental Information and Guide**

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[www.fremont.gov](http://www.fremont.gov)

## Facility Rental Information and Guide

Rental of City of Fremont facilities are approved on a first come, first serve basis. Reserving facilities may be done up to one year in advance of rental date. All reservations must be made at least ten (10) business days prior to rental date.

The time shown on your Facility Use Permit must cover the entire time required for the permittee to set up, decorate, conduct the activity, and clean up the facility after use. A Facility Attendant will show you where equipment is located. Groups must clean up the facility in a manner that allows it to be ready for the next group. Deposits will be forfeited for inadequate clean-up or care of furnishing or facility. The facilities must be vacated promptly at the conclusion of the time specified on the permit. Overtime charges will apply for occupancy beyond approved rental time.

Cancellation by Permittee: Permittee must submit written notice of cancellation at least ten (10) days prior to cancellation of rental date. Fees for uses canceled thirty (30) days or more in advance will be refunded, less 10%, 10-29 days, less 30%, less than 10 days, no refund.

Return of Cleanup & Damage Deposit will be made by mail (or credited to charge card) where no damage or loss has occurred and no extra cleanup of facilities is required. Permittee can expect to receive refund check between four (4) and six (6) business weeks after facility use.

Decorating: Generally speaking only masking tape is acceptable. No nails or tacks are allowed. No open flames (i.e. candles) are permitted.

### How do I reserve a date?

- 1) Receipt of rental fee payment and Cleanup & Damage Deposit for facility.
- 2) Submit a Facility Use Permit, Alcohol Use Permit (if applicable), and the Rules & Regulations Agreement.

### Can a deposit hold the date until I pay the rental fee?

No. The entire fee amount is due at the time of submitting your required paperwork for approval.

### Can I serve alcohol?

Yes. Beer, wine and champagne only. No hard liquor or mixed drinks allowed. There is a four (4) hour limit to serving and consuming alcohol during your event.

### Do I need to rent tables and chairs?

No, tables and chairs are included with indoor rental facilities. You are responsible for your own set up and clean up (included in your rental time).

### Can I have my party catered?

Yes. A kitchen is included in all large room rentals. Each kitchen has a small area for your caterer to prepare food service.

### Can we have music at our party, either a deejay or live band?

Yes, bands or deejays are allowed but we are located in residential areas and maintain a good neighbor policy. The volume of the music is controlled at all times by City staff.

### Do I need to make reservations for a birthday party in a community park?

Yes and no. Confirmed reservations are possible and are given priority. Tables can be used on a first come, first serve basis if the site has not been reserved. Call community center staff for details.

## FEE SCHEDULE

### **SMALL MEETING ROOM**

Room Capacity: 40  
Resident rental fee: \$55 per hour  
Non-Resident rental fee: \$70 per hour

### **LARGE MEETING ROOM**

Room Capacity: 150  
Resident rental fee: \$450 (6 hour minimum)  
\$75 each add'l hour  
Non-Resident rental fee: \$630 (6 hour min.)  
\$105 each add'l hour

### **GYMNASIUM** (Centerville Comm. Ctr. only)

Room Capacity: 230  
Resident rental fee: \$690 (6 hour minimum)  
\$115 each add'l hour  
Non-Resident rental fee: \$810 (6 hour min.)  
\$135 each add'l hour

### **DEPOSIT FEES:**

Centerville: \$275  
Los Cerritos & Warm Springs: \$200  
Cleanup & Damage Deposit is refunded 4-6 weeks after event.

Non-Profit groups, Business and Commercial uses should call the community centers for specific rental fee information.

## ALCOHOL USE PERMIT

In conjunction with my application for use of \_\_\_\_\_ Community Center  
on (activity date) \_\_\_\_\_, I am requesting permission to serve alcohol from \_\_\_\_\_ a.m./p.m.  
to \_\_\_\_\_ a.m./p.m. **(4 hour use period only)**. I understand that only BEER, WINE and/or CHAMPAGNE are  
permitted.

I further understand that I must provide adult supervision to prevent consumption of alcoholic beverages by minors.

I intend to serve: BEER \_\_\_\_\_ WINE \_\_\_\_\_ CHAMPAGNE \_\_\_\_\_

Describe serving method: \_\_\_\_\_  
(i.e. bottles, kegs, bartender, etc.)

I will not charge or solicit donations for admissions to the event and/or for the alcoholic beverages.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

## Rules and Regulations Agreement

I understand the City of Fremont, Parks and Recreation Department regulates the use of community centers. I have read the Facility Rental Information and Guide and understand that if my use does not meet the criteria established therein, I will forfeit my entire deposit.

I further understand that I am fully responsible for the actions of everyone who attends my event, and agree to fully cooperate with City of Fremont staff to assure that my use adheres to the community center use guidelines.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant